



**Bright from the Start Georgia Department of Early Care and Learning**  
**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**  
 Phone: (404) 657-5562 WWW.DECAL.GA.GOV

**Cover Sheet**

**Date:** 5/2/2022      **VisitType:** Licensing Study      **Arrival:** 3:20 PM      **Departure:** 4:15 PM

**CCLC-38936**

**YMCA Pryme Tyme Isle of Hope Elementary**

100 Parkersburg Road Savannah, GA 31406 Chatham County  
 (912) 663-2750 becky.lehto@ymcaofcoastalga.org

**Regional Consultant**

Stacey Foston

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**Mailing Address**

6400 Habersham St. Suite A  
 Savannah, GA 31405

**Quality Rated:** ★ ★

<b>Compliance Zone Designation</b>			<b>Compliance Zone Designation</b> - A summary measure of a program's 12 month monitoring history, as it pertains to child care health and safety rules. The three compliance zones are good standing, support, and deficient.  <b>Good Standing</b> - Program is demonstrating an acceptable level of performance in meeting the rules. <b>Support</b> - Program performance is demonstrating a need for improvement in meeting rules. <b>Deficient</b> - Program is not demonstrating an acceptable level of performance in meeting the rules.
05/02/2022	Licensing Study	Good Standing	
10/26/2021	Monitoring Visit	Good Standing	
10/17/2019	Monitoring Visit	Good Standing	

**Ratios/License Capacity**

Building	Room	Age Group	Staff	Children	NC/C	Max 35 SF.	35 SF. Comp.	Max 25 SF.	25 SF. Comp.	Notes
Main	B-Band		0	0	C	49	C	NA	NA	
Main	Cafeteria	Four Year Olds and Five Year Olds and Six Year Olds and Over	2	33	C	91	C	NA	NA	Transitioning, Snack
Total Capacity @35 sq. ft.:			91			Total Capacity @25 sq. ft.:		0		
Total # Children this Date:			33			Total Capacity @35 sq. ft.:		91		
						Total Capacity @25 sq. ft.:		0		

Building	Playground	Playground Occupancy	Playground Compliance
Main	Playground A	0	C
Main	Playground B	21	C

**Comments**

An in-person visit was conducted on May 2, 2022. The administrative review was completed May 10, 2022. The Consultant completed exit conference by phone and a copy of the licensing study report was electronically emailed to the Program on May 31, 2022.

Plan of Improvement: Developed This Date 05/02/2022

Any rule violation which subjects a child to injury or life-threatening situation or any rule violations previously cited but not corrected, may result in the imposition of an adverse enforcement action. Serious or continued noncompliance may also jeopardize participation in one or more DECAL program(s).



Please refer to the website, <http://www.dec.state.ga.us/CCS/RulesAndRegulations.aspx> , for information regarding October 1, 2018 rule changes about Criminal Records Checks that may affect your facility. In summary,

- New records checks will be required to be completed if a staff member experiences a six month break in service from the child care industry
- New clearance is required at least once every five years
- Any staff member solely responsible for supervising children will be required to have completed a comprehensive background clearance
- All staff members are required to have completed at least a national fingerprint based clearance check
- Any staff member with only the national fingerprint based clearance, must be under constant and direct supervision of a staff member with a satisfactory comprehensive records check clearance
- Facilities are required to use DECAL KOALA for Criminal Records Checks, including to verify portability of an employee



### Important Quality Rated/CAPS Update:

As January 1, 2022, child care providers must be Quality Rated to receive Childcare and Parent Services (CAPS). Newly licensed, or new to CAPS providers may be eligible for the new CAPS/QR Provisional Status, allowing for scholarships while working toward a star rating.

**Contact the Quality Rated help desk at 855-800-7747 or [qualityrated@dec.state.ga.us](mailto:qualityrated@dec.state.ga.us) for more information. Free technical assistance is available!**

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

#### Refutation Process:

You have the right to refute any of the citations noted in this report with which you disagree. To refute a citation(s), do the following:

- 1) Log into DECAL KOALA [www.decalkoala.com](http://www.decalkoala.com) with the userid for your program
- 2) On the home page scroll down to the Inspection Reports and select 'Refute Citation' for the visit report in dispute
- 3) Select the specific rule number(s) that you are refuting, add the reason for disagreement regarding the rule citation, and upload supporting documentation
- 4) Submit the refutation in DECAL KOALA to Child Care Services (CCS) within 10 business days of the completion date.

Your refutation will be forwarded to the appropriate CCS manager, who will follow up with you about your concerns. If you have any questions about this process, contact our office at 404-657-5562.'

Bright from the Start recommends that all licensed child care providers carry liability insurance coverage sufficient to protect its clients. If you do not have this liability insurance, you are required to post a notice with ½ inch letters in a conspicuous location in the program, notify the parent or guardian of each child in care in writing, obtain their signature to acknowledge receipt and maintain this written acknowledgment on file at the program at all times while the child attends the program and for 12 months after the child's last date of attendance. (O.C.G.A. Section 20-1A-4)

Lorenzo Doe, Program Official

Date

Stacey Foston, Consultant

Date



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**Findings Report**

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The following information is associated with a Licensing Study:

**Activities and Equipment**

**591-1-1-.12 Equipment & Toys(CR)**

**Met**

**Comment**

A variety of equipment and toys were observed throughout the center.

**591-1-1-.35 Swimming Pools & Water-related Activities(CR)**

**N/A**

**Comment**

Center does not provide swimming activities.

**Children's Records**

**Records Reviewed: 5**

**Records with Missing/Incomplete Components: 1**

Child # 1

Met

Child # 2

Met

Child # 3

Met

Child # 4

Not Met

"Missing/Incomplete Components"

.08(3)-Address of Release Person Missing

Child # 5

Met

**Finding**

591-1-1-.08(1) requires the Center Staff to maintain a file for each child while such child is in care and for one year after that child is no longer enrolled. In order for the file to be complete, the file shall contain the following: child's name, birth date, sex, address, living arrangement, name of school if applicable; names of both Parents, home and work addresses, and home and work telephone numbers; name(s) and addresses of the person(s) to whom the child may be released including address, telephone numbers, relationship to child and to Parent(s), and other identifying information; name(s) and telephone number(s) of person(s) to contact in emergencies when the Parent cannot be reached; name and telephone number of the child's primary source of health care; and a statement regarding known allergies, physical problems, mental health disorders, mental retardation or developmental disabilities which limit the child's participation in the program. It was determined based on a review of records that one child enrollment record was missing the address, telephone numbers, relationship to child and to Parent(s), and other identifying information for six authorized release people.

**POI (Plan of Improvement)**

Center staff will develop a plan that includes how to obtain all required information and how to ensure this is done for future enrollees as well.

**Correction Deadline: 6/3/2022**

**Technical Assistance**

591-1-1-.08(6) - Please ensure the parent or authorized person signature is documented on arrival and departure records. The Executive order that allowed the staff to sign the children in and out has expired and the Center must comply with the rules pertaining to attendance records. The rule states: The Parent or person (s) authorized by the Parent to drop off and pick up the child will document, in written or electronic format, each time the Parent or authorized person drops off and picks up the child. The documentation shall include at least the following information: the date, the child's name, the arrival and departure times, and the signature or initials of the Parent or authorized person at the time of arrival and departure.

**Correction Deadline: 5/2/2022**

**Facility**

**591-1-1-.19 License Capacity(CR)** **Met**

**Comment**

Licensed capacity observed to be routinely met by center.

**591-1-1-.25 Physical Plant - Safe Environment(CR)** **Met**

**Comment**

No hazards observed accessible to children on this date.

**591-1-1-.26 Playgrounds(CR)** **Met**

**Comment**

Playground observed to be clean and in good repair.

**Health and Hygiene**

**591-1-1-.10 Diapering Areas & Practices(CR)** **N/A**

**Comment**

No children enrolled who require diapering. School age children attend only for before and after school hours.

**591-1-1-.17 Hygiene(CR)** **Met**

**Comment**

Proper hand washing observed throughout the center.

**591-1-1-.20 Medications(CR)**

N/A

**Comment**

Per the site director the center does not dispense/administer medication.

**Policies and Procedures**

**591-1-1-.21 Operational Policies & Procedures**

Met

**Comment**

Documentation of emergency drills observed.

**591-1-1-.27 Posted Notices**

Met

**Comment**

Please make sure that all required signs are posted and up to date. Please add the site director name and the name of person in charge when the director is not available.

**Safety**

**591-1-1-.11 Discipline(CR)**

Met

**Comment**

Age-appropriate discussion and redirection observed.

**591-1-1-.13 Field Trips(CR)**

Met

**Comment**

Center does not participate in field trips.

**591-1-1-.36 Transportation(CR)**

N/A

**Comment**

Center does not provide routine transportation.

**Sleeping & Resting Equipment**

**591-1-1-.30 Safe Sleeping and Resting Requirements(CR)**

N/A

**Comment**

Sleeping/Naps are not required for this program. School age children attend only for after school hours.

**Staff Records**

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 1**

Staff # 1

Met

Date of Hire: 04/29/2022

Reminder - Health & Safety training is required within 90 calendar days of hired

Staff # 2

Not Met

Date of Hire: 07/31/2021

"Missing/Incomplete Components"

.24(1)-10 Yr. Work History Missing,.24(1)-Evidence of Orientation Missing

Staff # 3

Met

Staff # 4

Met

**Records Reviewed: 8**

**Records with Missing/Incomplete Components: 1**

Staff # 5 Met  
Date of Hire: 08/04/2021

Staff # 6 Met

Staff # 7 Met

Staff # 8 Met

**Staff Credentials Reviewed: 1**

**591-1-1-.09 Criminal Records and Comprehensive Background Checks(CR) Met**

**Comment**

Criminal record checks were observed to be complete.

**591-1-1-.14 First Aid & CPR Met**

**Comment**

Evidence observed of 50% of center staff certified in First Aid and CPR.

**Correction Deadline: 10/14/2019**

**Corrected on 5/2/2022**

**.14(3) - The first aid kit was observed to be complete.**

**591-1-1-.33 Staff Training Not Met**

**Comment**

Please ensure completed orientation checklists are documented and signed.

**Finding**

591-1-1-.33(3) requires each Staff member with direct care responsibilities to complete health and safety orientation training within the first 90 days of employment. The state-approved training hours obtained will count toward required first year training hours. The training must address the following health and safety topics: prevention and control of infectious diseases (including immunizations); prevention of sudden infant death syndrome and use of safe sleeping practices; administration of medication, consistent with standards for parental consent; prevention of and response to emergencies due to food and allergic reactions; building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic; prevention of shaken baby syndrome, abusive head trauma and child maltreatment; emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility); handling and storage of hazardous materials and the appropriate disposal of bio contaminants; precautions in transporting children; recognition and reporting of child abuse and neglect; and child development. It was determined based on a review of records that two staff completed the health and safety orientation training six months after employment and not within the first 90 days of employment as required.

**POI (Plan of Improvement)**

The Center will develop and implement a plan to schedule and track this training for all employees based on their hire dates and will ensure that the training includes all required components as required.

**Correction Deadline: 6/3/2022**

**591-1-1-.31 Staff(CR) Not Met**

**Finding**

591-1-1-.31(1)(b)2 requires the Director to possess at least one of the sets of minimum academic requirements and qualifying child care experience listed in Rule 591-1-1-.31(1)(b)2.(i-xiii). It was determined based on a review of records that the site director did not have evidence of the required qualifying child care experience for the credential that was submitted.

**POI (Plan of Improvement)**

The center will ensure the staff's 10 year work history is updated and submitted to the Department for review when requested. The Center will ensure that the Director meets the minimum education and work requirements and secure the necessary documentation.

**Correction Deadline: 6/3/2022**

**Recited on 5/2/2022**

<b>Staffing and Supervision</b>
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<b>591-1-1-.32 Staff:Child Ratios and Group Size(CR)</b>	<b>Met</b>
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**Comment**

Center observed to maintain appropriate staff:child ratios.

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<b>591-1-1-.32 Supervision(CR)</b>	<b>Met</b>
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**Comment**

Adequate supervision observed on this date.